

PVG Scheme Member Application Process

STEP 1

The Applicant fills in the new condensed (1 page) Self Declaration Form and returns it to the club CPO. **No ID is required with this form.** It can be returned in person, or a scan/photo of it can be sent to the CPO who can share it with Club Administrator to make sure **their details are up to date in Core.** If the applicant is not already a member of the hockey club they must be added to Core. Please liaise with your Club Administrator in this instance. The CPO keeps this Self-Declaration form for their records.

The applicant may begin working in the specified role once this form is completed and returned. They are now considered 'in the process of being PVG checked'. The form is themselves declaring that they do not have any previous convictions. Anyone giving false information here is breaking the law. We would also expect clubs to still undertake any additional checks including the likes of references and seeing any relevant qualifications before they undertake their role.

SELF-DECLARATION FORM
THIS IS THE FIRST STEP IN BECOMING A MEMBER OF THE PVG SCHEME. PLEASE NOTE THIS IS NOT THE ACTUAL PVG APPLICATION FORM.

Are you already a member of the Protection of Vulnerable Groups (PVG) scheme?
PLEASE NOTE THAT THE PVG SCHEME CAME INTO OPERATION IN MARCH 2011 AND IS NOT AN ENHANCED DISCLOSURE. If you are already a member of the PVG scheme, please tick 'Yes' in the box below. If you are not a member, please tick 'No' in the box below. If you are not a member, please tick 'No' in the box below. If you are not a member, please tick 'No' in the box below.

PLEASE NOTE: This form is to be completed by the individual who is applying for PVG membership. It is not to be completed by the club administrator or any other person. It is not to be used as a reference or to be used as evidence of a person's suitability for a role. It is not to be used as a reference or to be used as evidence of a person's suitability for a role. It is not to be used as a reference or to be used as evidence of a person's suitability for a role.

PERSONAL DETAILS: NAME, ADDRESS, CONTACT INFORMATION, POSITION WITHIN THE CLUB/ORGANISATION, etc.

PLEASE NOTE: This form is to be completed by the individual who is applying for PVG membership. It is not to be completed by the club administrator or any other person. It is not to be used as a reference or to be used as evidence of a person's suitability for a role. It is not to be used as a reference or to be used as evidence of a person's suitability for a role. It is not to be used as a reference or to be used as evidence of a person's suitability for a role.

STEP 2

The CPO issues the applicant with the relevant application form. There are **two types of form**, one for those who are already a member of the PVG scheme through another organisation; and one for completely new applicants.

The first question on the Self-Declaration will clarify which form to give them.

Along with the application form there are accompanying guidance notes which you will issue with each application form. This should make it easy for the applicant to complete the form, however, you as CPO will also be given finished sample forms so you can see what a completed form should look like.

We will issue clubs with a bundle of forms and guidance notes in the beginning. If/when you run out please email info@scottish-hockey.org.uk

PROTECT - PERSONAL (WHEN COMPLETED)
Existing PVG Scheme Member Application

PLEASE REFER TO THE ACCOMPANYING GUIDANCE NOTES AS YOU COMPLETE THE FORM. Please print in CAPITAL letters within the white boxes and do not make a mark on any other part of the form. We recommend you use blue or black ink.

Applicants should complete PARTS A, B, and C on page 1 of the form which are coloured light blue. The Applicant may also have to complete PART D depending on whether or not they are paying for the application. Please check payment arrangements before completing PART D. PARTS E and F should be completed by the registered body (if any) and PARTS G and H should be completed by the personal employer (if any).

Mandatory fields are highlighted in yellow. You must provide information in these fields or your application will be delayed.

Please make a note of the Barcode Number at the top of the page to assist with any future query.

PART A Type of Application (Read Note A)

A1 Cross (X) one box only. Scheme Membership Statement, Scheme Record, Scheme Membership Statement (Countersigned)

A2 Cross (X) each box that applies. This application relates to regulated work with: Children, Protected Adults

PROTECT - PERSONAL (WHEN COMPLETED)
Application to Join PVG Scheme

PLEASE REFER TO THE ACCOMPANYING GUIDANCE NOTES AS YOU COMPLETE THE FORM. Please print in CAPITAL letters within the white boxes and do not make a mark on any other part of the form. We recommend you use blue or black ink.

Applicants should complete PARTS A, B, and C on pages 1, 2, and 3 of the form which are coloured light blue. The Applicant may also have to complete PART D depending on whether or not they are paying for the application. Please check payment arrangements before completing PART D. PARTS E and F should be completed by the registered body (if any) and PARTS G and H should be completed by the personal employer (if any).

Mandatory fields are highlighted in yellow. You must provide information in these fields or your application will be delayed.

Please make a note of the Barcode Number at the top of the page to assist with any future query.

PART A Type of Application (Read Note A)

A1 Cross (X) one box only. Scheme Membership Statement, Scheme Record, Scheme Membership Statement (Countersigned)

A2 Cross (X) each box that applies. This application relates to regulated work with: Children, Protected Adults

A3 Do you wish to apply for an online account with Disclosure Scotland? Yes No If 'Yes', complete B21/B22.

STEP 3

The Applicant fills in the form in full and returns to the CPO. When they return the form they need to do so in person and **bring three forms of ID**, a complete list of ID requirements are on the reverse of the cover sheet. You **do not need to take copies of ID**

The CPO reads through the form checking it has been completed **in full and correctly.** Please see the sample completed form to see the common mistakes/queries.

The CPO completes the cover sheets marking which ID they have seen, signing and dating the sheet.

PVG Scheme Application Form & ID Checking Coversheet
For staff/volunteers who are being recruited/joining your organisation

Name of Secondary Organisation (your club's name):
Child Protection Officers Name:

Applicant Name	Role/Position	Next of Kin/Emergency Contact	Application Ref No	Driving License	Passport	Safe ID	Student ID	Birth Certificate	Bank Statement	Credit Card Statement	Utility Bill	Other
Eg. Joe Bloggs	Youth Coach	N	0600110000870641	X	X			X				

I declare that to the best of my knowledge and belief, all the information that I have given in connection with these applications is full and correct in every respect. I undertake to supply any additional information that may be required by Scottish Hockey or Disclosure Services to verify the particulars given and also to inform them of any alterations in these particulars.

Signatory's Signature: _____ Signature Date: _____

Please note we are unable to accept photocopied signatures

STEP 4

The CPO returns the checked forms along with the coversheet to Scottish Hockey at the below address
Scottish Hockey, Glasgow National Hockey Centre, 8 King's Drive, Glasgow, G40 1HB

Scottish Hockey will then make final checks, filling in the relevant parts of the form and cover sheets as the intermediary body and submit the application forms to CRBS. Updating the applicant's record in Core, showing the date that their application has been submitted.

STEP 5

From point of submission to CRBS, depending on their workloads and time of year applications can take 2-6 weeks to be processed, although they aim to have any non-contentious applications processed within 14 days. The applicant will be sent their certificate directly and we at Scottish Hockey will receive a copy roughly two weeks later. We will update their record in Core to show that they have 'passed' and CPO's will be informed that they have become a member of the PVG scheme (although the applicant may have already told you).

END